



Friday, March 08, 2002

Meeting Checklist

Facilitative Leaders set their teams up for success by describing the “big picture” and providing a framework for the planning and problem solving.

What	Who	By When
<input type="checkbox"/> Create agenda	Team Leader	3 days before meeting
<input type="checkbox"/> Review Agenda	Facilitator	2 days before meeting
<input type="checkbox"/> Distribute Agenda and Solicit Feedback	Team Leader to all participants	2 days before meeting
<input type="checkbox"/> Conduct Meeting	All	--
<input type="checkbox"/> Evaluate Meeting	Team Leader, Facilitator, Recorder	After meeting
<input type="checkbox"/> Send out meeting summary: Decisions made, assigned action items, who, and by when	Facilitator, Recorder	1 day after meeting